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Cool Creek Nature Center
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www.myhamiltoncountyparks.com

Geocaching on Hamilton County Parks and Recreation Properties Information Bulletin and Permit Application 2009 Edition

- **Purpose:**

The purpose of this bulletin is to provide guidance for the management of geocaching activities on Hamilton County Parks and Recreation (HCPR) properties. Any person who participates is subject to all HCPR rules and regulations. Geocaching is an activity that requires a permit so that HCPR staff can monitor the activity within park boundaries and prevent any detrimental impact on the parks themselves, as well as protect the safety of all park patrons.

- **Permit Application:**

1. A person wishing to place a cache within one of HCPR's managed properties must obtain an "official geocaching permit" before placing the cache. A cache that has been placed without obtaining a permit from the department will be removed and may be returned to the owner. If the owner cannot be reached the cache will then be disposed of by department staff within one month of the contract.
2. The property manager or the department designee is authorized to issue, condition, or deny any permit application.

- **General Prohibitions, Limitations, and Requirements:**

The following applies to the placement of any cache and/or any geocaching activity:

1. A person must not violate any HCPR rule or regulation, nor any local, state, or federal laws.
2. Areas within parks that contain any of the following may not qualify for placement of geocaches:
 - Areas containing environmentally sensitive ecosystems.
 - Areas containing historical sites.
 - Areas containing endangered flora or fauna.
3. A person must not dig or otherwise disrupt the ground when placing a cache.
4. A person is allowed to apply for ONE permit which will allow them to place ONE cache within all of HCPR's property.
 - The maximum number of caches per HCPR properties is up to the discretion of the property manager of that park.
5. The person who holds the permit must inspect the cache at least once every six months to ensure that it meets all permit criteria. During the inspection, the permit holder must remove any inappropriate items. These include, but are not limited to, food, alcohol, firearms, drugs, items not suitable for minors, or others items that may pose a danger to people or wildlife.
6. An official geocaching permit expires five years after the date of issue.

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- **Permit Standards:**

The property manager or department designee shall exercise reasonable discretion in determining whether to issue, condition, or deny an application for an official geocaching permit. In the exercise of discretion, the following factors and principles apply:

1. A cache cannot be approved for placement in any sensitive archaeological, historical, or ecological area.
2. Any scheduled resource management activity, such as prescribed burns and species eradication, shall be considered in evaluating a permit application.
3. A cache cannot be approved for placement in an area that could reasonably cause danger to a geocaching participant or to any other person who visits a HCPR property.
4. The property manager or department designee has the right to require a person requesting an official geocaching permit to provide a photograph of the cache, the exact site and coordinates where the cache is placed, or both.

- **Permit Suspension or Revocation and Site Reclamation:**

1. The property manager or department designee may suspend or revoke a geocaching permit if a term of the permit is violated, or if the location of the cache is found to pose a threat to the safety of park visitors or the surrounding environment. The property manager or department designee shall make every attempt to notify the permit holder of the action, as well as any designated websites.
- 2.
3. The reason for the property managers or department designee's actions shall be recorded on the permit. If the permit holder elects to relocate the cache, a new permit will need to be reviewed and issued.
4. Upon the suspension, revocation, or termination of a geocaching permit, the permit holder is responsible for the removal of the cache, for site restoration, and for any associated expenses.

Hamilton County Parks and Recreation Department



Official Geocaching Permit Application

This permit is valid up to 5 years from the date of approval. After that date you must have a new permit issued or the cache needs to be removed from the site all together.

Cache owner/Maintainer information:

Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone Number: _____ E-mail Address: _____

Cache Name as listed on www.geocaching.com: _____

Physical description of container: _____

____ Official Geocache Label ____ Water Resistant ____ Attached Photograph to Permit

GPS coordinates for cache location: Latitude: _____ Longitude: _____

Physical description of the area the cache is located:

____ I understand that caches not in compliance with the terms of this license will be removed from the property and this license voided for failure to comply.

____ I understand that I am to monitor this cache at least once every six months and maintain it to be family friendly.

I certify that all the above information is correct to the best of my knowledge. I understand that I must know and follow all HCPR property rules and regulations as well as the geocaching policy. I agree to remove this cache or apply for a new permit within five years of the permit approval date.

Signature of Applicant

Date

Staff use only below line

Approved _____

Denied _____

Reason for denial: _____

Property Manager or Designee and Date _____

Date of License Expiration _____

Hamilton County Parks and Recreation Department

Mission Statement:

The Hamilton County Parks and Recreation Department shall exist to serve the leisure and recreational needs of the residents and tourists of the county. We will strive to be the leader in providing well maintained, high-quality passive parks and facilities, excellent programs and services, and the preservation of green space to enhance the quality of life in the county.

Park Hours:

All parks operated by Hamilton County Parks and Recreation are open 365 days a year from dawn to dusk. Some sections of the park may be closed due to special events, shelter reservations, and seasonal/weather related issues. Please refer to *The Chatterbox*, the Parks Department website or call the administration office for additional information.

www.myhamiltoncountyparks.com

Park Rules:

- The parks are open from dawn to dusk (exception: White River Campground)
 - The speed limit in all parks is 15 m.p.h.
- Motorized vehicles are only allowed on the drive ways and parking lots.
 - No alcohol is permitted on park properties.
 - Trash should be placed in appropriate containers.
 - All pets should be on a leash.
- Center drives through Cool Creek Park are open April 1st through November 1st.
 - No open fires are allowed in the parks.
 - No firearms are allowed in the parks.
- Horses are allowed in the parks. They must be kept on the marked trails and be cleaned up after.

Phone Numbers:

Megan Gutierrez, Naturalist and contact person for HCPR
geocaching information and permit application:

Cool Creek Nature Center: (317) 774-2500

HCPR Administration Office: (317) 770-4400

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